



National Finance Center Customer Notification

Date of Notification: February 11, 2010

Subject: NFC's Holiday Schedule: NFC Time and Attendance (T&A) Processing
Contingency Plans for Pay Period 03/2010

Database/Customer(s) Affected: All

Dear Customer:

This communication is being sent as a reminder to our customers. Due to inclement weather in Washington, DC and the surrounding areas and the fact that many offices in these areas are closed, the National Finance Center (NFC) is requesting that added measures be taken to ensure T&A's transmitted for Pay Period 03 are received by close of business, Tuesday, February 16, 2010. We are encouraging our customers impacted by the weather conditions in the Washington, DC area to implement a communications plan in their offices in light of the federal holiday for Washington's Birthday on Monday, February 15, 2010, and a Local Non-Workday in New Orleans on Tuesday, February 16, 2010.

For Pay Period 03, a modified PAYE schedule will be in effect. The first PAYE schedule for CV 05, 06 and 08 will run on Thursday, February 18, 2010 with the first PAYE schedule for CV 07 scheduled for Friday, February 19, 2010. The second PAYE schedule for all CV's will run on Saturday, February 20, 2010.

Should you need assistance with invoking your agency's Emergency Time and Attendance Authorization plan, please e-mail the appropriate Client Management Branch (CMB) Dedicated Customer Service Representative (CSR). Below is a listing of the Agency Team E-mail Accounts and names of the Dedicated CSR.

Agency Team E-mail Accounts	Dedicated CSR
DOJ.Team@nfc.usda.gov	Judy Scipio
DHS.Team@nfc.usda.gov	Tiffany Ward
Executive.Team@nfc.usda.gov	Dawn Landry
Legislative.Team@nfc.usda.gov	Mary Johnson
Selective.Team@nfc.usda.gov	Judy Scipio
Treasury.Team@nfc.usda.gov	Tracey Hoolahan
USDA.Team@nfc.usda.gov	Wendolyn Banks

"Tip of the Week"

Employees are reminded that the information that is currently posted on the Personal Benefits Statements on the Employee Personal Page (EPP) reflects 2008 data and does not reflect any changes that were processed in 2009. The Personal Benefits Statements reflecting 2009 data will be posted to EPP by April 2010.

All NFC applications will be available Monday, February 15 and Tuesday, February 16, 2010 with payroll/personnel processing continuing on the normal schedule.

As always, the NFC Operations and Security Center (OSC) staff will be available 24 hours per day, 7 days per week at 1-800-767-9641, 1-504-426-6435, or via e-mail to osc.etix@usda.gov.

Please forward any questions regarding this notification to the NFC's Client Management Branch at Customer.Support@usda.gov.

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